



Data Classification Guidelines

POLICY NUMBER: 5.2.1

EFFECTIVE DATE: 11/01/06

PURPOSE

To establish policies for the classification of electronically-stored State of Georgia information (i.e. data).

SCOPE

All information contained within computing resources operated by agencies of the State of Georgia.

POLICY

STANDARDS

Agencies managing *personal information* about constituents will consider the potential impact from loss of confidentiality to be MODERATE.

GUIDELINES

Please see the final report from the 2003 Georgia Digital Academy on Data Security, available on the GTA website in the "Policies & Standards" section.

AUTHORITY, ENFORCEMENT, EXCEPTIONS (see Section 1)

TERMS AND DEFINITIONS (see Section 2)

Confidentiality

Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. A loss of *confidentiality* is the unauthorized disclosure of information.

Personal Information

'Personal information' means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

- (A) Social security number;
- (B) Driver's license number or state identification card number;
- (C) Account number, credit card number, or debit card number, if circumstances exist wherein such a number could be used without additional identifying information, access codes, or passwords;
- (D) Account passwords or personal identification numbers or other access codes; or

(E) Any of the items contained in subparagraphs (A) through (D) of this paragraph when not in connection with the individual's first name or first initial and last name, if the information compromised would be sufficient to perform or attempt to perform identity theft against the person whose information was compromised.

The term 'personal information' does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.